

IT Change Implementation Plan Template

1. General Information

Change Title: _____

Change ID: _____

Date Prepared: _____

Prepared By: _____

2. Change Description

Description of change:

3. Objectives & Benefits

Objective(s) of the change:

Expected benefit(s):

4. Implementation Plan

Step	Description	Owner	Start Date	End Date
1				
2				
3				

5. Impact Assessment

Systems and users impacted:

6. Risk Assessment & Mitigation

Risk Description	Likelihood	Impact	Mitigation Plan

7. Backout/Contingency Plan

8. Communication Plan

9. Approval

Role	Name	Signature	Date
Change Owner			
IT Manager			
Other			